



OFFICE MEMORANDUM

DATE: November 29, 2007

TO: Region Engineers
Region Delivery Engineers
TSC Managers
Resident/Project Engineers
Region Construction Engineers

FROM: Larry E. Tibbits
Chief Operations Officer

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Engineer of Delivery

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SUBJECT: Bureau of Highway Instructional Memorandum 2007-09
Post Construction Reviews

The attached post-construction review procedure applies to all MDOT trunkline projects bid after January 1, 2008. This revised procedure will be incorporated as Section 103.9 in the next revision of the *Construction Manual*.

Chief Operations Officer

Engineer of Delivery

Engineer of Development

BOHD:C/T:KGB:kab

Index: Contractor Evaluations

Attachment

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POST-CONSTRUCTION REVIEW

The purpose of a post-construction review is to provide feedback to development staff and other stakeholders to improve the quality and cost effectiveness of future projects. The process outlined below will be used on MDOT trunkline projects only and will only apply to the post construction reviews. There are two types of post-construction reviews:

- **Tier 1** – Projects selected by the region or TSC with full-size plans. A post-construction review meeting will be held with project stakeholders to evaluate and record the factors listed in MDOT Form 285-2, Design/Construction Package Evaluation (DPE). An MDOT-designated representative will record the minutes. Send a copy of the minutes from the post-construction meeting to the region engineer, TSC manager, and all attendees. The post-construction review should be held in conjunction with the last progress meeting, or on a date, location, and time agreed upon with the contractor within 30 days after final acceptance.

Approval from the region engineer is required to cancel a post-construction review meeting for any project that is selected.

- **Tier 2** – Log projects selected by the region, TSC, or requested by a project stakeholder. The MDOT-designated representative shall complete the DPE on-line, within 30 days of the project acceptance. A post-construction review meeting may be held, if desired, by project stakeholders.

The MDOT-designated representative should encourage the prime contractor and major subcontractor(s) to complete the DPE with written comments to support their ratings. The DPE needs to be completed by the contractor(s) on-line through MDOT's Web site (<http://www.michigan.gov/mdot>). Click on "Doing Business" and under "Resources" click on "DPE-Project Evaluation"; enter your user ID and password.

The delivery engineer, or other designated evaluators, need to access the DPE program at MDOT's Intranet Web site. On the left side click on the MDOT drop down menu and select "Applications", then under Citrix Applications select the "DPE-Design Plan Evaluation System"; enter your user ID and password. If you need a user ID and password contact the System Administrator, currently Sandy Wright, at 517-241-0234 or by email wrights@michigan.gov.

When completing the DPE, specific comments (both positive and negative) are highly encouraged to support all ratings. Comments are mandatory for a factor with issues that resulted in a work order, a negative impact on the project, or a rating of 2 (below average) or less.

The following language shall be included in all progress clauses:

The low bidder(s) for the work covered by this proposal may be required to meet with department representatives for a post-construction review meeting, as directed by the engineer. The MDOT- designated representative will schedule the meeting.

The information received from the post-construction reviews, through the DPE, will be entered into a statewide database and evaluated by a post-construction review committee on an annual

basis. For this reason, the delivery engineer is encouraged to include comments from the Post Construction Review meeting when completing the DPE on-line. The post-construction review committee consists of the Engineer of Design, Engineer of Construction and Technology, two region engineers, and industry representatives. The committee will be responsible for analyzing and reporting the information received from the post-construction reviews.

The following Post-Construction Review Guidelines outline the selection criteria and format to apply for each post-construction review tier:

Post-Construction Review Guidelines			
Tier	Selection Criteria	Format	Recommended Attendees
1	Full-size plans or combination full-size plans and log. ^{1.} At a minimum, recommended projects include those designated as FHWA oversight, high impact, or with emerging technology and/or innovative construction practices.	Hold a Post-Construction Review Meeting and complete the DPE in conjunction with last progress meeting, or a date agreed upon with the contractor within 30 days after final acceptance. ^{3.}	<ol style="list-style-type: none"> 1. MDOT project stakeholders (TSC/region delivery, development, and maintenance staff, C&T specialists, Lansing Design, Traffic & Safety staff, etc.) 2. FHWA area engineer (FHWA oversight project only) 3. Prime contractor 4. Major subcontractors^{2.} 5. Consultant project stakeholders^{2.} (Development and/or Delivery Staff) 6. Local Agency Project Stakeholders^{2.} (county, city, township, village) 7. Public and private utilities^{2.}
2	Log Projects. ^{1.}	Complete the DPE within 30 days of final acceptance. ^{3.}	Post-construction review meeting not required, but can be held if requested by the project stakeholder(s). As determined by the engineer, using Tier 1 as a reference guide to determine appropriate attendees.

Notes:

^{1.} The region or TSC will designate projects that will require a post-construction review. Only one DPE needs to be completed for projects with multiple job numbers. Place the primary job number listed on the front of the contract proposal in the job number field on the DPE.

^{2.} If applicable.

^{3.} Submit the DPE on-line.

The following Guide for Conducting Post-Construction Review Meetings is a checklist for conducting post-construction review meetings. Particular emphasis should be placed on attendees providing constructive feedback; avoid discussing details on pending claims.

Guide for Conducting Post-Construction Review Meetings	
1	Prior to the meeting, confirm that all relevant recommended attendees listed in the Post-Construction Review Guidelines were invited to the meeting.
2	Introduce those present.
3	Record minutes. Attendance record – Note names, company represented, address, telephone number, and e-mail address.
4	Highlight purpose of the post-construction review meeting.
5	Discuss addenda that were issued.
6	<p>At a minimum, review the following factors on the DPE:</p> <ul style="list-style-type: none"> • Plan clarity. • Plan organization. • Field survey accuracy and completeness. • Soil survey accuracy and completeness. • Overall plan accuracy and completeness. • Maintaining traffic plans, special provisions, and staging. • Permits and agreements information and reference. • Utility information and coordination. • Real estate details included and issues addressed. • Meeting MDOT/FHWA policies, standards, and guidelines. • Cooperation (human relations) and coordination (contacts). • General constructability. • Consistency with approved construction estimate (or low bid). • Special detail plans and special provisions. • Quantity accuracy and reliability. • Proposal clarity and consistency with plans. • Construction progress clause and progress schedule. • As-built project is consistent with final plans.
7	<p>The following questions at a minimum should be answered at the post-construction review meeting:</p> <ul style="list-style-type: none"> • Were any work orders or contract modifications issued that need to be discussed? • Were there any significant quantity increases, decreases, extras, or value engineering change proposals? • Were there any significant project delays, extensions of time? • Was there any maintaining traffic or construction staging issues? • Were there any significant claims or notice of intent to file a claim on the project that can be discussed? • Were there any significant environmental issues or problems with any of the special environmental mitigation measures (i.e. wetlands, floodplain, soil erosion and sedimentation control, permits)? • Were there any significant real estate issues? • Were there any significant geotechnical issues? • Were there any significant utility issues? • Were there any issues with customers? • Were there any distinguishing or unique features that could have been handled differently by design? • Were there any innovations used on the project? • Was anything handled differently on this project than specified in the plans or proposal (such as method of payment, new special provision, special details, etc.)? • Were there any work zone or construction safety issues? • Were there any mobility issues? <p>For any “yes” responses, provide complete explanations and suggestions for improvement under the appropriate factor on the DPE.</p>
8	Any other subject pertinent to the project, but not yet discussed?
9	Comments “for the record” by any participants or general discussion.